

3 EVALUATION OF CURRENT HOLDINGS

The HC/EYP team undertook an evaluation of the DC Archive's current holdings of archival records, Permanent records (records with historical value to be transferred to the Archives) and Temporary records (records that can be destroyed after a specified period of time) stored at Naylor Court, NARA, NARA Federal Records Centers, and off-site city storage facilities.

The team interviewed OPR staff and reviewed all available reports, surveys and lists for District records. For records held by DC agencies in other locations (i.e. in commercial records centers, agency spaces, or in their own agency archives), the AE team worked with DGS to identify a process for estimating their quantity and diversity.

Reports on DC records holdings that were referenced include:

- DC Archives Accession Register
- National Archives Federal Records Center 01 Report
- National Archives, Inventory of RG 351, Records of the District of Columbia
- Partial inventory of the Library of Government Information Holdings
- Survey Reports of 7 off-site storage centers – completed by Logistics Support Incorporated, 2014–2015
- Summary list of off-site records storage sites provided by OPR staff

Some reports for off-site storage give only gross estimates without any detailed information about quantities or locations. These reports present a particular challenge for the quantification process, as the potential for duplication in the records data cannot be definitively ruled out. In these cases, the team worked with DGS's project management representatives to determine the quantities that should be assumed for storage planning.

OPR's normal business operations were ongoing during the research period. During this time, some records reached their scheduled disposition dates and were removed from OPR's holdings for destruction. The DC Archives accessioned records during this period as well. Similar is true for the continuing accumulation of agency records held in off site locations. In light of the reality that the actual quantity of records is constantly fluctuating, it is important to note that the estimated quantities recorded by the AE team are based on available information as of August 30, 2015.

Refer to Appendix E – DC/OPR – Estimates of Records, August 3, 2015 (pg 301).

Refer to Appendix F – Naylor Court Documentation (pg 309).

Refer to Appendix G – DC/OPR Project – Programming, Inventories, and Future Planning (pg 317).

3.1 Documentation of Naylor Court Holdings

The Naylor Court facility serves as both an Archives and a Records Center for DC. Past estimates have shown that Naylor Court stores approximately 52,000 cubic feet of records with the majority of these being Records Center records. As noted above, some temporary records have recently been destroyed, and other records continue to arrive. The quantity of records listed on the next page were calculated and recorded on August 4, 2015.

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Table 3.1 Volume of Naylor Court Holdings

Naylor Court Holdings	Records Volume*
Archival Holdings	19,103
Permanent Records Center Records	20,000
Temporary Records Center Records	8,500
	47,603

*Measured in cubic feet (CF) of records

Currently there are approximately 19,103 cubic feet of archival records stored in Naylor. In addition, there are 20,000 cubic feet of Records Center records that are estimated to be Permanent records that in time will be transferred to the Archives.

- Total Archival Records at Naylor = 39,103 cubic feet

There are 8,500 cubic feet of records estimated to be Temporary records stored at Naylor. These records will eventually be destroyed.

3.2 Documentation of Off-Site Storage Holdings

Records of the District of Columbia are stored in at least 13 off-site facilities. These include archival records and a large quantity of records that have not been appraised. At some point this large quantity of records needs to be inventoried and appraised.

Table 3.2 Summary of Records Held at NARA Facilities

	Current Off-Site Holdings per Data Provided by DGS & OPR*				
	Total	Archival	Scheduled Permanent	Scheduled Temporary	Unscheduled
Archives II 8601 Adelphi Rd, College Park, MD	1,594	1,594			
Suitland, MD and Various Other FRC Sites	154,848		20,877	119,320	14,651
	156,442	1,594	20,877	119,320	14,651

*Measured in cubic feet (CF) of records

The 1,594 cubic feet of archival records at Archives II belong to Record Group 351. The remainder of the records summarized above is being stored within NARA's Federal Records Centers at facilities located in Suitland, Maryland; Philadelphia, Pennsylvania; and St. Louis, Missouri.

3.3 Documentation of Off-Site Records Held by Agencies

Additional records of the District of Columbia are stored at DC agency sites. Some of these records have been surveyed, but none have been appraised. Survey information is recorded in Dr. Hunter's report and in a survey performed by Logistics Support, Inc.

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Table 3.3 Summary of Surveyed Records Held by Various DC Agencies

SURVEYED RECORDS (Hunter / Logistics)	Records Volume*
1100 Alabama Ave SE	1,965
1900 Massachusetts Ave SE	1,572
1900 Massachusetts Ave SE	5,658
2000 14th Street NW	5,010
441 4 th Street NW	1,430
4 DC Village Lane SW	23,999
8400 River Rd, Laurel, MD	1,045
1709 3rd Street NE	4,224
	44,903

*Measured in cubic feet (CF) of records

There are approximately 44,903 cubic feet of surveyed records being held at the locations identified above. This figure will continue to increase over time as it is assumed that the agencies from which these records originate are continuing to generate new records.

Table 3.4 Summary of Non-Surveyed Records Held by Various DC Agencies

NON-SURVEYED RECORDS [Per Lists Received from OPR on 7/31/15]	Records Volume*
Iron Mountain	12,484
Bldg 6 - DC General Hospital	25,000
Bldg 11 - DC General Hospital	10,000
441 4 th Street NW	500
1100 4 th Street SW	13,000
Iron Mountain	30,000
Record Storage Site (?)	5,000
1101 4 th Street NW	2,000
DC General Hospital	400
Reeves Center	5,010
441 4 th Street NW	5,000
810 1 st Street NE	500
1709 3 rd Street NE	500
1830 Constitution Ave NE	1,000
8400 River Rd, Laurel, MD	1,500
St. Elizabeth's Campus (Various Sites)	80,000
64 New York Ave NE	600
645 H Street NE	700
33 rd Street NE	7,500
	200,694

*Measured in cubic feet (CF) of records

There are approximately 200,694 cubic feet of non-surveyed records being held at the locations identified above. This figure will continue to increase over time as it is assumed that the agencies from which these records originate are continuing to generate new records. In addition to these off-site storage facilities, there are also DC records housed in the DC Police Archives, the Sumner School Museum and Archives, and the Fire Department Museum.

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3.4 Calculation of Storage Capacity

It is necessary for a realistic program of requirements for OPR to know and understand the quantity and type of archival records that the District has now and what they can expect to receive in the future – the next 10, 20, and 30 years. It is also important for the District to know the quantity of Temporary records that are being stored so that they can begin to make decisions about their future Records Center storage costs and requirements.

In a separate report, HC/EYP outlined recommendations for inventories and appraisals of the District's records stored in off-site facilities and in agency custody. Future inventories and appraisals are necessary to reconcile the assumptions and planning premises outlined in this programming report. Refer to Appendix G, DC/OPR Project – Programming, Inventories, and Future Planning, August 3, 2015. OPR has acknowledged the need for conducting this inventory, as effective move planning will require it.

In the absence of accurate survey data for DC's records, HC/EYP analyzed the current available records information, and in consultation with OPR staff, they applied statistical assumptions to determine a reasonable estimate of the working number of Archival, Permanent and Temporary records. The AE's assumptions can be reviewed, updated and reconciled with the programming assumptions after a preliminary inventory is completed.

Diversity of Unscheduled Records

In order to estimate the storage requirements for archival holdings, the team had to first address the process of estimating the disposition of the large quantity of unscheduled records. It was necessary to approximate the portion that, when appraised, are likely to be scheduled as Permanent and Temporary records. Analysis of NARA's reports for the records in the FRC system showed that 18% of the District's scheduled records are Permanent. This ratio was considered, but the team opted for a more conservative ratio of 33% based on the fact that unscheduled records historically have a higher than average concentration of Permanent records. The outcome of this assumed segregation is tabulated below:

Table 3.5 Aggregation of Current Holdings

Current Holdings per Data Provided by DGS & OPR*							
	Total	Archival	Records Center Records				
			Scheduled		Unscheduled		
			Permanent	Temporary	Assumed Division of Unscheduled Records (Based Upon 1/3 v. 2/3 Split)		
					Total Unscheduled	Estimated Permanent	Estimated Temporary
Naylor Court	19,103	19,103					
Naylor Court	28,500		20,000	8,500			
Archives II 8601 Adelphi Rd, College Park, MD	1,594	1,594					
Suitland, MD and Various Other FRC Sites	154,848		20,877	119,320	14,651	4,879	9,772
Subtotal - Surveyed Records	44,903				44,903	14,957	29,946
Subtotal - Non-Surveyed Records	200,694				200,694	66,837	133,857
	449,642	20,697	40,877	127,820	260,248	86,673	173,575

*Measured in cubic feet (CF) of records

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Of the 260,248 cubic feet of unscheduled records being tracked by the team, approximately 86,673 are assumed to be Permanent and will in time be accessioned into the DC Archives, and approximately 173,575 are assumed to be temporary and will ultimately be destroyed.

Allowances for Anticipated Appraisal and Disposition

The next consideration that required analysis is the degree to which the estimates for Permanent and Temporary records might be impacted by the eventual disposition of both Permanent and Temporary records that have reached their disposition dates, but that remain in the Records Center holdings. NARA reports were sorted to establish ratios that could be applied to the working tabulations to further refine the estimates.

Analysis of NARA's FRC 01 Reports indicates that there is a likelihood that 20% of the estimated Permanent Records have reached maturity and are overdue for being accessioned into the DC Archives.

Similar analysis shows that 28% of the estimated Temporary Records have reached their expiration date and are overdue for destruction.

Table 3.6 Estimated Transfer of Permanent Holdings

Estimated Transfer of Permanent Holdings*					
Assumed Division of Permanent Records (Based Upon 20% Split Per Analysis of NARA FRC 01 Reports)					
	Permanent (Scheduled)	Permanent (Estimated)	Subtotal of Permanent Holdings	Estimate of "NONTRANSFERABLE" Holdings	Estimate of "TRANSFERABLE" Holdings
Naylor Court	20,000	-	20,000	16,000	4,000
Suitland, MD and Various Other FRC Sites	20,877	4,879	25,756	20,605	5,151
Unscheduled Records / Surveyed	-	14,957	14,957	11,966	2,991
Unscheduled Records / Non-Surveyed	-	66,837	66,837	53,470	13,367
	40,877	86,673	127,550	102,040	25,510

*Measured in cubic feet (CF) of records

Of the 127,550 cubic feet of estimated Permanent FRC Records Center Holdings, approximately 25,510 are assumed to be ready for transfer to the DC Archives, and approximately 102,040 are assumed to be not yet scheduled for transfer to the custody of the Archives, or nontransferable, and will be remain with (or be moved into) the DC Records Center.

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Table 3.7 Estimated Purge of Temporary Holdings

Estimated Purge of Temporary Holdings*					
Assumed Division of temporary Records (Based Upon 28% Split Per Analysis of NARA FRC 01 Reports)					
	Temporary (Scheduled)	Temporary (Estimated)	Subtotal of Temporary Holdings	Estimate of Expired Holdings	Estimate of Unexpired Holdings
Naylor Court	8,500	-	8,500		8,500
Suitland, MD and Various Other FRC Sites	119,320	9,772	129,092	36,146	92,946
Unscheduled Records / Surveyed	-	29,946	29,946	8,385	21,561
Unscheduled Records / Non-Surveyed	-	133,857	133,857	37,480	96,377
	127,820	173,575	301,395	82,011	219,384

*Measured in cubic feet (CF) of records

Of the 301,395 cubic feet of estimated Temporary Records Center Holdings, approximately 82,011 are assumed to be expired, having reached their disposition dates, and are overdue for destruction. Approximately 219,384 are assumed to still be active agency records and will remain with (or be moved into) the DC Records Center.

Table 3.8 Estimated Holdings for Move & Space Planning – DC Archives

ESTIMATED HOLDINGS FOR MOVE AND SPACE PLANNING* ["Day 1" Requirement]			
ARCHIVES			
	Archival Holdings	Estimate of "TRANSFERABLE" Permanent Holdings	Total Anticipated Archival Holdings
Naylor Court	19,103	4,000	23,103
Archives II	1,594	0	1,594
Suitland, MD and Various Other FRC Sites	0	5,151	5,151
Unscheduled Records / Surveyed		2,991	2,991
Unscheduled Records / Non-Surveyed		13,367	13,367
	20,697	25,510	46,207

*Measured in cubic feet (CF) of records

Approximately 321,424 cubic feet of Records Center records are anticipated on Day 1: 102,040 Permanent and 219,384 Temporary.

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Table 3.9 Estimated Holdings for Move & Space Planning – DC Records Center

ESTIMATED HOLDINGS FOR MOVE AND SPACE PLANNING* ["Day 1" Requirement]			
RECORDS CENTER			
	Estimate of "NONTRANSFERABLE" Permanent Holdings	Estimate of "UNEXPIRED" Temporary Holdings	Total Anticipated Records Center Holdings
Naylor Court	16,000	8500	24,500
Suitland, MD and Various Other FRC Sites	20,605	92,946	113,551
Unscheduled Records / Surveyed	11,966	21,561	33,527
Unscheduled Records / Non-Surveyed	53,470	96,377	149,847
	102,040	219,384	321,424

*Measured in cubic feet (CF) of records

Growth Allowance

Beyond the 46,207 cubic feet of archival records anticipated on Day 1, archival storage areas will need to be sized to accommodate the 102,040 cubic feet of Permanent Records that will eventually be accessioned into the DC Records Center. In addition to this known growth, a recommended 37,062 cubic feet (25%) of additional growth should be planned. This extends to a total of 185,309 cubic feet of archival storage space. Expansion space should also be reserved on the site to accommodate continued growth.

Table 3.10 Growth Allowance for Space Planning – DC Archives & Records Center

SUMMARY OF DC/OPR SPATIAL NEEDS FOR RECORDS STORAGE	ESTIMATED RECORDS VOLUME*
ARCHIVAL STORAGE	
Existing Archival Records	46,207
Growth Allowance for <i>Existing</i> Permanent DCRC Records	102,040
Growth Allowance for <i>Future</i> Permanent DCRC Records	37,062
Subtotal	185,309
RECORDS CENTER STORAGE	
Existing Temporary Records	219,384
Growth Allowance for Future Temporary Records	0
Existing Permanent Records	102,040
Growth Allowance for Future Permanent Records	0
Subtotal	321,424
TOTAL REQUIREMENTS	506,733

*Measured in cubic feet (CF) of records

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Summary Conclusion

The RFP estimated that a new DC Archives facility should be planned for 90,000 cubic feet of records storage space in a 110,000 square foot building. This early estimate was based on Dr. Hunter's Vision study along with other data gathered by DGS and, based on discussion with DGS representatives, presumes a building with compact mobile shelving at a medium degree of density.

The programming report uncovered additional DC records that are currently stored and unscheduled. The HC/EYP team also took a closer examination of the records stored in NARA's Records Centers and those surveyed by Logistics in 2014-2015.

Accounting for all known Archives and Records Center records and adding a growth allowance, OPR requires 185,309 CF of Archives and 321,414 CF of Records Center storage, for a total of 506,733 CF of storage. Chapter 4, Records Storage Options (pg 35) will outline the shelving options and square footage needed to store DC's Archives and Records Center records.